

4-20-1981

## Cabinet Meeting Minutes, April 20th, 1981

University of Texas at Tyler

CABINET MEETING  
April 20, 1981

1. Announcements

A reminder announcement was made pursuant to the April 23 and 24, 1981 Coordinating Board meeting in Austin.

It was announced that Vice President for Fiscal Affairs John R. Sawyer, has announced his retirement effective August 31, 1981.

2. Registration Security

Discussion was conducted relative to the April 16, 1981 letter from Paul T. Wrotenbery of the Governor's office relative to greater police security during registration periods. This communication resulted from an armed robbery which occurred on a state university campus during the January 1981 registration period. Each of the vice presidents was provided a copy of this letter.

3. Audit Report of Student Financial Aid Programs

Attention was called to the April 14, 1981 memorandum from The U.T. System comptroller relative to the recently completed audit report for The University of Texas at Tyler Student Financial Aid Programs. A copy of this report was sent to the vice president for fiscal affairs and the president's copy is to be circulated to the vice president for academic affairs.

4. Motion Picture Copyrights

A March 25, 1981 letter from the law firm of Sargoy, Stein and Hanft, a copy of which was sent to each of the vice presidents on April 13, 1981 was discussed for the record. Each of the vice presidents indicated that they had or will make this information available to staff members.

5. Employee Class Attendance During Normal Working Hours

A draft policy statement concerning employee class attendance during normal working hours was reviewed. Following discussion of the draft policy statement, the Cabinet approved the draft policy statement in concept. The policy statement will now be refined in accordance with the discussion and presented for final approval and implementation.

6. Donor Report Form

Discussion was conducted relative to a newly written and printed donor report form which will be sent with a memorandum of explanation to all Administrative Council members for information.

7. Personnel Action Form

A draft personnel action form which consolidates three existing personnel forms and provides all information in the one form was discussed and approved as to concept. The vice presidents will work on this matter further with the director of personnel services with a goal of implementing use of this form beginning September 1, 1981.

8. Administrative Council Meeting

The Cabinet agreed on May 8, 1981 for the final Administrative Council meeting for the academic year.

D R A F T

CLASS ATTENDANCE DURING NORMAL WORKING HOURS

Policy Statement

It is the policy of The University of Texas at Tyler to allow regular, full-time employees to attend one three-hour class conducted at U.T. Tyler during normal working hours each long semester. Class attendance during the summer semesters will not be allowed during normal working hours.

Time lost due to class attendance will be made up as agreed upon in advance by the employee and his/her supervisor. With prior approval, vacation leave may be utilized for this purpose.

Class attendance must be approved in writing prior to registration by the employee's supervisor, dean or director and the director of personnel services. Classes should be scheduled during times that do not conflict with the office's peak work periods. An employee's supervisor may request a change in the class schedule if the time period would be detrimental to efficient office operation.

*Concept approved 4-21-81  
to be refined and  
presented for final  
approval.*